**Ride/Event Outline for Planning and Group Works**

1. Select Audience (Members)
2. Event Title - (FL2-O Ride - Spirit Team Picnic)
3. Date - Start Time - End Time
4. Name of Location: (Where are we going - CJ Cannon Vero Beach Airport)
5. Address with Zip Code
6. Describe the Event (Let Members know Important Information)
	1. Heading and address again where we are going.
	2. Start Location: (Cracker Barrel - Kanner Hwy & I-95 Stuart)
* Secondary Location (Wawa Okeechobee) - Time
1. Meet/KSU: TIME (Full tank of gas, empty bladder, and Pre-ride meeting)
2. Notes about ride or event that might help everyone know what’s happening.
3. Ride or Event Lead: Name, phone text/call for questions
4. RSVP: Group Works
5. Extra’s: Website about location, Picture of location where we’ll be.

Event Notes:

* Take pictures, numbers/names and anything that made the ride or event special.
* Do a follow-up write-up of ride or event to promote FL2-O on Group Works or newsletter.
* Ride Meeting: Review ride with Ride Lead and Tail Gunner, How to line-up (trikes are usually best on even number or left lane), Note if planning a break, who has CB and Channel 1, if hand signals will be used and ask for questions be lining up to leave.
* Remember to keep it SAFE and have FUN!